

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Superintendent of Traffic Operations****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages and leads traffic signal, pavement marking, and sign maintenance activities. Assists with the preparation and maintenance of the annual budget.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages training by making safety presentations, evaluating instructions, acting as defensive driving instructor and seeking out job related training for members.
2	L	Directs assignments by distributing and discussing requests with program managers and ensuring tasks are accomplished.
3	S	Completes administrative duties by answering incoming requests for services and information, communicating and coordinating with other departments regarding providing services, managing payroll and schedules, prioritizing work, performing inventory, procuring supplies for the warehouse and setting goals for personnel.
4	L	Performs other duties by conducting performance reviews and managing the safety program.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience.
Certifications and Other Requirements	Valid Driver's License, IMSA Certification for signals and signs
Reading	Work requires the ability to read manual of uniform, traffic control devices, letters, directions, specifications, ordinances and technical manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic algebra.
Writing	Work requires the ability to write work orders, statistical reports, safety and incident reports, memos, standard operation procedures, contracts and requests for proposals.
Managerial	Managerial responsibilities include setting goals and objectives and managing and supervising the operations of the unit.
Budget Responsibility	Researches documents, compiles data for computer entry, and oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including making final decisions or providing input on hiring/disciplinary actions and evaluating work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens, planners, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Inter-office, job site observations, supervision, training, presentations, meetings
Sitting	O	Computer, desk work, driving, answering telephone
Walking	O	Inter-office, job site observations, supervision, to/from training, presentations and meetings
Lifting	R	Office supplies and equipment
Carrying	O	Office supplies and equipment, plans, aluminum signs for display
Pushing/Pulling	R	Training/presentation materials
Reaching	R	Training/presentation materials
Handling	R	Office supplies, equipment, training/presentation materials, plans, signs for display
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	R	Inspections
Crouching	R	Inspections
Crawling	N	
Bending	O	Inspections
Twisting	R	Inspections
Climbing	R	Ladders, job sites, on equipment
Balancing	N	
Vision	C	Computer, desk work, filing, reading, writing, job site observations, supervision, presentations, meetings, driving
Hearing	C	Telephone, co-workers, staff, customers, supervisors, vendors, meetings, presentations, training classes, cell telephone, 2-way radio
Talking	F	Telephone, co-workers, staff, customers, supervisors, vendors, meetings, presentations, training classes, cell telephone, 2-way radio
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, radio, motor vehicle, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	M	Dirt and Dust	D	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	W	Warehouse	--
Electrical Hazards	N	Noise and Vibration	M	Shop	--
Fire Hazards	N	Fumes and Odors	M	Vehicle	--
Explosives	N	Wetness/Humidity	W	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	S	Other (see 2 below)	--
Physical Danger or Abuse	W				
Other (see 1 below)	N				

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)